Cumberland County Library

ENGAGE COMMUNITY - INSPIRE LIFELONG LEARNING - PROVIDE ACCESS

CUMBERLAND COUNTY LIBRARY MEETING ROOM POLICY

When Library functions are not scheduled, the meeting rooms are available to non-profit community organizations and government agencies engaged in educational, cultural, intelligential, or charitable activities in Cumberland County. The Cumberland County Library provides meeting room spaces as a public service regardless of beliefs or affiliation of groups requesting their use. The Cumberland County Library does not advocate or endorse the viewpoints of meetings or meeting room users. There is no charge for use of the meeting room; no admission fee may be charged by groups using a room. No group will be denied access to the meeting room because of age, race, creed, political beliefs, or viewpoints. All meetings will be open to the public, should they wish to attend.

From time to time, the library may decide to present a program utilizing the resources for a non-profit company. Such programs will be considered library sponsored programs and a library staff member shall be present during the program.

The intent of these policies and procedures is to provide equitable access to as many groups as possible. Failure to comply with the policies and procedures may be cause for denial of further use by an organization. We require to have all requesting parties to sign this agreement and follow the rules for use.

RESERVATIONS

Use of the meeting room is provisional upon the organization's agreement to abide by the Cumberland County Library's Meeting Room Policy and Regulations.

Reservation forms are available at the Cumberland County Library. The meeting room will be scheduled on a first-come, first-serve basis.

1. Approval of applications is subject to policy determined by the Cumberland County Library Commission Board. Meeting room and library facility will be available at the discretion of the Cumberland County Library Director.
2. Applications for meeting room use must be submitted in writing. Applications can be submitted in person, fax, or email. Applications must be signed by a member of the group who will be attending the meeting and will be the responsible party. Groups are limited to one meeting per month, unless an exception is granted by the Cumberland County Library Director. Continuous use of the same meeting on the same day and time is not guaranteed. Groups may request regular scheduling on a monthly basis. Booking will be on a calendar year basis and applications must be updated annually in the fall or in the event there is a change in the contact information. Scheduling is not complete until the meeting room coordinator has confirmed the date and time and approved the application. Returning an application form to the library does not constitute approval. The contact person will receive a confirmation email or phone notification if email address is not available.
3. If a scheduled meeting is canceled, the library must be notified immediately. Failure to do so may be cause for denial of further use by that organization.

4. Furniture and equipment available for meeting room use are the following: tables and chairs, podium, projector and screen.
5. Unless authorization has been given in advance by the Director or designee, no gathering shall start before the official opening time and must be cleaned up and out of the room **30 minutes before the library closes.** Cumberland County Library Hours:

Monday thru Thursday	9:00am – 8:00pm
Friday	9:00am – 5:00pm
Saturday	9:00am – 5:00pm
Sunday	CLOSED

MEETING ROOM REGULATIONS

1. Regulations in effect when the meeting room will be used shall apply. These regulations are subject to change without notice. The library may not be used for commercial activities or purely personal functions.
2. The following capacities may not be exceeded: Meeting room holds a capacity of 90.
3. No admission fee may be charged by groups using a room.
4. Adequate adult supervision of minors (those under 18 years old) is required at all times.
5. Smoking is not permitted in the building. Alcoholic beverages are not permitted on the library property.
6. Organizations using the meeting room will be responsible for setting up their own seating arrangement. After each meeting, the room must be reset, tables and seating stored in their storage areas.
7. All gatherings must be conducted in an orderly manner. Noise levels before and after meetings must be appropriate to the library setting. Care must be exercised so that the meeting room is maintained and left in a neat, clean, and orderly condition.
8. Library staff is not available to run equipment or explain the operation of the same at the time of meeting. Program organizers may wish to familiarize themselves in advance with the use of the equipment. Please contact the Meeting Room Coordinator for details (856-453-2210 x26108).
9. The name Cumberland County Library may not be used in publicity except as the designation location. Neither the name nor address of the library may be used as the official address or headquarters of the organization.
10. No program in the library may be broadcast or televised without permission of the Cumberland County Library Director.
11. Organizations using meeting room are considered a public accommodation under the Americans with Disabilities Act (ADA) and therefore, responsible for providing auxiliary aids and services in compliance with the ADA.

12. Groups must provide their own supplies, including paper, markers, pens, tape, flipchart pads, etc. Coin-operated copiers are available if extra copies of handouts are needed.
13. Groups may not store their supplies and/or equipment in the library before, between, or after the time of the scheduled meeting. No advance deliveries of equipment or supplies will be accepted by the library for groups using the meeting room.
14. Any equipment to be brought in must be listed on the application and approved in advance. All equipment and materials brought in for the occasion must be removed immediately after the meeting.
15. Food and beverages may be served in a meeting room only. Food and food service equipment and supplies brought in for a meeting must be removed immediately following the meeting and room restored in its initial state. Trash and waste must be disposed in the proper trash receptacles.

The library does not have full time maintenance or cleaning staff. The meeting organizer must assure that the meeting room is left in reasonably clean condition and furniture arranged as agreed. Failure to do so may result in a denial to utilize the meeting room for future events.

A disclaimer statement must be used on all promotional material/announcements and must be a minimum of 10 point-type. The disclaimer statement shall read as follows: **The views and opinions of the sponsor of this program do not reflect the views and opinions of the Cumberland County Library.**

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APPLICATION TO USE THE CUMBERLAND COUNTY LIBRARY MEETING ROOM

CUMBERLAND COUNTY LIBRARY 800 EAST COMMERCE STREET
BRIDGETON, NJ 08302
856-453-2210
FAX: 856-453-1940
EMAIL: MICHAELMC@CCLNJ.ORG

Name of Organization _____

Address _____

Daytime Phone ( )_____ Evening Phone ( )_____Fax Number ( )_____

E-Mail_____ Purpose of Meeting_____

Approximate Attendance_____

Meeting Date(s)_____ Reservation Begins _____ Include set-up time, if needed

Meeting Begins _____ Reservation Ends _____ Include clean-up time, if needed

Please list the equipment you would like to use at your meeting. See the attached Meeting Room Policy and Regulations for equipment that is available.

Equipment:_____

_____

Do you plan to serve refreshments? Yes _____ No _____

Please check all the boxes below:

- ❑ I/Organization have read and will comply with the library's Meeting Room Policy and Guidelines
- ❑ I/Organization understand that the meeting must be concluded and we will exit the room within 30 minutes of closing.
- ❑ I/Organization will leave the room clean and reset to the standard floor plan
- ❑ If the meeting is cancelled, I/Organization will notify the library
- ❑ I/Organization understand that failure to comply with the library's policies may result in denial of use of the meeting room.

Printed Name _____ Date of Application _____

Signature of applicant and responsible person _____

Meeting Room Policy and Reservation Form. Revised by the Cumberland County Library Commission April 2014. Revised & Adopted by the Cumberland County Library Commission on April 8, 2026.